

PROPERTY OWNER CONTACT FORM

Municipality: Town of Acton Project Number: 604531

Project Name: Assabet River Rail Trail

Property Owner: Simeone Family LLC

Property Address: 99 Martin Street

Easement Number(s):

Deed: **Book/Page** N/A

1. First Contact:

Date: 4/6/15

Method of Contact: Mail

Sent letter to Carl Simeone explaining the easement acquisition process and offering appraisal site visit. Attachments including the Federal Aid Acquisition Guide for Property Owners, Appraiser's Affidavit and corresponding plan sheet.

1. Second Contact: Phone

Date 4/6/15

Called and left VM for Paul Simeone to follow up.

2. Third Contact: Email

Date: 4/6/15

Received email back from Paul Simeone. Sent return email to Paul Simeone with attached letter and documents explaining easement acquisition process.

3. Fourth Contact: Email

Date: 4/7/15

Received email back from Paul Simeone who said they would like to sign a Right of Entry form.

4. Fourth Contact: Mail

Date: 4/9/15

Received Right of Entry form.

5. Fifth Contact: Email

Date: 8/27/15

Emailed Paul to thank and inform him we no longer needed the easement.